

Chapter 7

How to Write A great CV



مطلوب للعمل في المملكة العربية السعودية مع مكتب استشاري هندسي بالرياض :

مهندسون ميكانيكا :

خبرة 7-10 سنوات في التصميم والإشراف على تنفيذ الأعمال
الميكانيكية (تكييف التهوية ، مكافحة حريق ، صحن)

مهندسون مدني إنشائي :

خبرة 10 سنوات في التصميم والإشراف على التنفيذ

ترسل السيرة الذاتية الى البريد الإلكتروني :

engtrust50299@yahoo.com

شركة ايديا فيردى للاستثمار العقاري تطلب بمشروعها بالتجمع الخامس (THE WATERWAY)

م	بيان	عدد سنوات الخبرة	العدد المطلوب	الكود
١	مهندس تشعيبات	٧ إلى ١٠	٢	MT
٢	مهندس اليكتروميكانيكا	١٠ إلى ١٥	١	MM
٣	مهندس شبكات	٧ إلى ١٠	١	MS
٤	مهندس معماري	٢ إلى ٥	٣	MB
٥	مهندس ري	٧ إلى ١٠	١	MA

يرجى ارسال الـ CV بصورة حديثة على الايميل الآتي :

JOBS@THEWATERWAY-EG.COM

في خلال ١٥ يوما من تاريخ النشر ، مع صور المستندات المتاحة .
يرجى ذكر الكود . أو تقديم الـ CV باليد على العنوان الآتي :
٢٢ المستثمرين الشمالية - القاهرة الجديدة
من السبت حتى الخميس (مشروع ذا ووتر واي) .



إعلانات مبوبة

وظائف خالية

مدارس الأورمان الفندقية بالقاهرة. الج طنطا

مطلوب مدرسين ومدرسات جميع
المواد وإنجليزي . فرنساي
الماني . كمبيوتر . موسيقى
يشترط خبرة ٧ س مؤهل تربوي
ممنوع المدخنين
الهرم : ٨ ش محمد بدوي متفرع
من ش زغلول محطة مشعل
الهرم : ٩٦ ش المريوطية امام
كوبرى منشية البكري
الهرم . العمرانية : ٢ ش ماجد
الهندي متفرع من ش خاتم
الموسلين
سبحاس

وظائف خالية

مدارس الأورمان للتعليم الأساسي عربي ولغات

مطلوب مدرسين لغات - انجليزي
فرنساي وجميع التخصصات
المقابلة الأحد والاثنين والاربعاء
من الساعة ١٠ س ١ ظ
الهرم - العمرانية
٣٢ ش ماجد الهندي
متفرع من ش خاتم الموسلين

وظائف خالية

● للفنادق ٥ نجوم بشرم والغردقة
للجنسين خبرة وبدون ج المؤهلات
٠١٢٨٠٠٠٦١٨٥ . ٠١٢٨٠٠٠٦١٨٥

مدارس الاورمان بالعمرانية لغات

مطلوب مدرسين لغات - انجليزي
فرنساي وجميع التخصصات
المقابلة الأحد والاثنين والاربعاء
من الساعة ١٠ س ١ ظ
الهرم - العمرانية
٣٢ ش ماجد الهندي
متفرع من ش خاتم الموسلين

نقابة المهندسين بالشرقية

مطلوب مهندسين مدني / عمارة
خبرة أكثر من خمسة سنوات في أعمال
التنفيذ - الحصر - أوتوكاد
مرتبات مجزية

أمين عام / النقابة
مهندس / ياسر رشدي

٢٠١٢
٠١٢٨

Nehla Abdelrahman

Why do this now?-Why you are writing

- * Time will go by **quickly**
- * It will help you **organize** important things for your future career
- * Assists in **setting goals** for your future
- * Helps when **getting recommendation letters** and applying for positions
- * Some **grants and awards** applications require this.
- * It is most important to keep you **up-to-date**

What is a CV? curriculum vitae

- * Your CV is your own **personal advertisement**
- * **Selling** tool
- * **Outlines** your skills and experience
- * Opportunity to **present yourself** in the best possible light.



Difference between CV, curriculum vitae, and resume

- * The CV is generally used for academic positions and is much longer, as it includes publications, conferences, etc.
- * Resume is shorter and only contains information that is relevant to a particular position

Resume vs. Vitae

- * Length: Short

- * Content: All-inclusive summary of skills, experiences and education

- * Purpose: to get an interview or employment

- * Length: As long as it takes

- * Content: Area-specific listing of education and academic background

- * Purpose: promotion and tenure, grants, specialist positions, awards, etc.

Resume

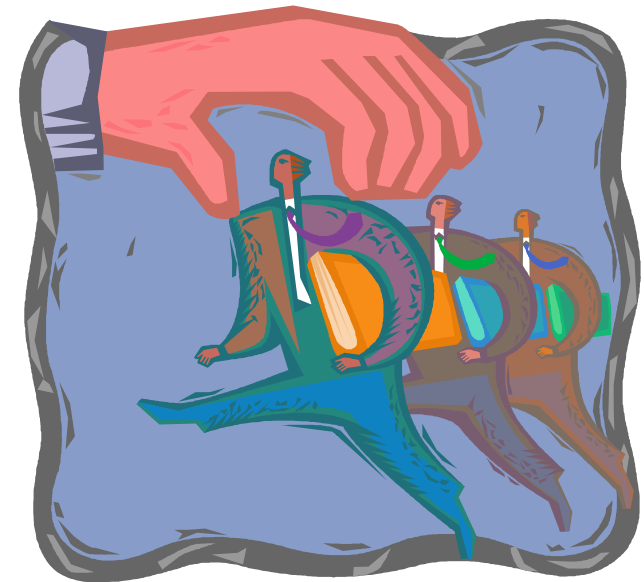
Resume is quite simply an 'advert' to sell yourself to an employer

A typical resume will include the following information:

- *Name and Contact Information:* your residential address might be most appropriate, especially if you do not want your current employer to know that you are looking for another job!
- *Education:* a listing of your degrees or certifications and educational institutions or programs.
- *Work Experience:* names of the companies or organizations that you have worked for, the location of each company, the dates worked, your job title, and duties performed.

A resume gets you an interview

- Find out which **applicants** are suitable
- Choose a **small number** of **candidates** to interview
- Same issue for **proposals** and **grant** applications



Stand out from the crowd

- Include **interesting and unique** information
- Attempt best effort to make **a first impression**
- **No chance to explain** if you do not get an interview



The CV

Means “the course of one’s life”

A typical CV will include the following information:

- *Name and Contact Information:* contact information for your current institution or place of employment may work best, unless you do not want your colleagues to know that you are job-hunting.
- *Areas of Interest:* a listing of your varied academic interests.
- *Education:* a list of your degrees earned or in progress, institutions, and years of graduation. You may also include the titles of your dissertation or thesis here.
- *Grants, Honors and Awards:* a list of grants received, honors bestowed upon you for your work, and awards you may have received for teaching or service.
- *Publications and Presentations:* a list of your published articles and books, as well presentations given at conferences. If there are many of both, you might consider having one section for publications and another for presentations.
- *Employment and Experience:* this section may include separate lists of teaching experiences, laboratory experiences, field experiences, volunteer work, leadership, or other relevant experiences.
- *Scholarly or Professional Memberships:* a listing of the professional organizations of which you are a member. If you have held an office or position in a particular organization, you can either say so here or leave this information for the experience section.
- *References:* a list of persons who write letters of recommendations for you, which includes their contact information.

Types of CV-résumé

- * Chronological
- * Skills
- * Mix of the two



Chronological CV

Provides a chronological review of current experience, followed by past experience.

- * Traditional approach
- * Can be useful if you **have work experience directly** related to the job/sector you're applying for
- * There is a danger that the chronological CV can be dry to read.
- * This is a great format for someone with a progressively responsible work history

Skills based

- * Includes a separate skills section
- * Focuses on the **skills and attributes** you have which are relevant to the job
- * Useful if you have **limited or unrelated** work experience
- * Can be **more dynamic** and interesting to read than a chronological CV
- * May result in **minimal details** in other sections, therefore creating an imbalanced structure

Mix of the two

- * Choose the **best and most relevant** elements of chronological and skills-based CVs
- * Includes a **separate but shorter skills** section than in pure “skills” CV
- * Allows **space** to include some commentary within the work experience section

How to start?

- * **EVALUATE YOUR SKILLS**

- * **What do I have to offer? - what am I selling?**

- * List down: technical knowledge, managerial skills, IT, languages, etc...
- * personal strengths & interests

- * *Example:*

- * Bad: Sold books to clients located in Slovenia
- * Good: Increased sales by 17%

5 Tips for a CV

- * **Clear** – well organized and logical
- * **Concise** – relevant and necessary
- * **Complete** – includes everything you need
- * **Consistent** – don't mix styles or fonts
- * **Current** – Up-to-date

CV Quiz



Possible contents of a CV

- * Personal details
- * Personal profile/career objective or
- * Other headings... summary, achievements...
- * Education and qualifications
- * Work experience
- * Skills profile
- * Interests/extra curricular activities
- * References

Summary of sections

Name

Address, telephone number, e-mail address

Objective

Education

Experience

Achievements and awards

Skills

Professional affiliations }
Publications or projects } Optional

Not to include

- * Age
- * Ethnic identity
- * Political affiliation
- * Religious preference
- * Hobbies
- * Marital status
- * orientation
- * Place of birth
- * Photographs
- * Height, weight, health

There are exceptions to some of these items !

Personal Details

- * Name
 - * Address – use only one correspondence address if possible
- * Telephone number
- * Email –using an appropriate address
- * Nationality – no obligation to include this but may be useful to clarify work permit status
- * Date of birth – not needed
- * Gender – not needed
- * Photographs – not normally included on CVs

Personal profile

- Might also be called “career objective” or “summary”
- Purpose is to **highlight key points** that you want an employer to know about you (e.g. skills, experience, career objective)

Examples:

- * A highly motivated BA/BSc _____ student looking for a work placement in..... I have strong problem-solving skills and a logical and analytical approach.
- * A _____ undergraduate with substantial work experience in, looking for an opportunity to develop a career in
22

Education



- * **Should be in reverse chronological order i.e. most recent first**
 - **degree level study**
 - **pre-university education, generally back to GCSE level/age 16. If information is very old, you have the discretion to omit it**
- * **For overseas qualifications, show the name of the qualification and indicate an equivalence.**
- * **Get the school's names correct!**



Education and Qualifications

2011 – Present

University of Kent

BA (Hons) Fine Art

Modules include: Contextual Studies, Creative Investigations

Project: Communication and Critique

2009 – 2011

Maidstone Grammar School

A-levels: Media Studies (A), Art (B),
Information Technology (C)

2005 – 2009

Wrotham School

GCSEs: 8 GCSEs including English and Maths

Work Experience

- * Include full time, part time and voluntary work and work placements
- * Generally list in reverse chronological order (most recent first)...
- * or, group into “related” and “other” work experience
- * Show dates you were there and your job title
- * Show the employer/organisation name, broad location and if helpful, the nature of their business

Example of Work Experience:

September 2009 – present

Recruitment administrator (part-time) – NHS Trust,
London

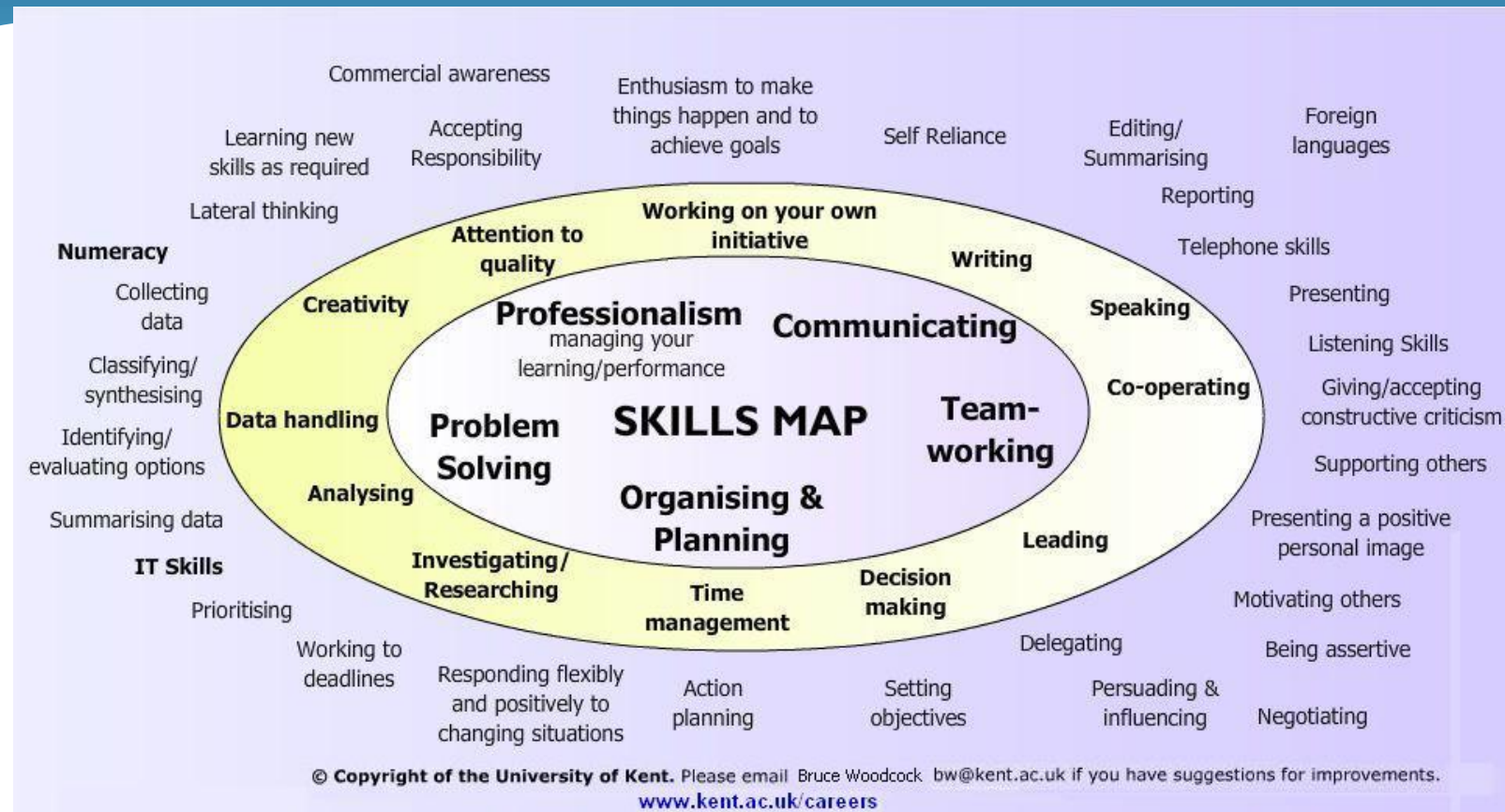
- * Drafting letters ensuring clarity, accuracy and clear presentation
- * Organising interview schedules and liaising with external agencies regarding work permits and criminal record checks
- * Communicating effectively both face to face and on the telephone
- * Accurately maintaining office information systems

Skills profile

- * Include skills which are relevant and of interest to the job/employer/sector
- * Always provide evidence for skills
- * Make links between your skills and the job – show how you are a good match with the job requirements
- Software programs and proficiency (Word, PowerPoint, Excel, FrontPage, AutoCad ...)
- Programming languages (include Visual Basic, HTML, PHP, ...)
- Abilities (based on experience)

Languages and language ability ➤

Work Experience



What examples can you give from your work experience?

If you have no paid work experience, give examples from voluntary work or from your course

Action Verbs

created instructed analyzed produced
negotiated designed calculated maintained
administered controlled reviewed
consolidated delivered founded increased
studied invented supplied detected
programmed recommended distributed
developed solved prepared installed
selected arranged formulated solved started

Transferable skills sought by employers

- * **Communication**
- * **Team work**
- * **Leadership**
- * **Initiative**
- * **Problem solving**
- * **Numeracy**
- * **Interpersonal**
- * **Self awareness**
- * **Flexibility and adaptability**
- * **Commitment and motivation**

Words describing personal skills

Creative, efficient, proficient, systematic, hard worker, prefer to act, well versed in..., willing to take initiative, like to work in one place, enjoy challenging experience, persistence to work underpressure, first-hand knowledge of..., having a desire to learn

References

- Ideally, one academic and your manager
- Ask permission from your reference and let them know what position(s) you've applied for
- Use relevant references if possible
- You can say 'references available on request' rather than including contact details if you wish

Provide the contact details of your referees (name, address, job title, telephone no. and email address) rather than a “standard” reference letter

References

Dr Thomas Anderson (Tutor)
Lecturer in Engineering
University of Manchester
Hartford Road, Manchester
M13 9PA
Tel: 0161 224 3071
Email: t.anderson@manchester.ac.uk

Mr. Smith Rodriguez (Employer)
Business Team Leader
Star Finder Ltd.
Milky Lane, London
WC2E 7PR
Tel: 0020 323 7319
Email: smith.rz@starfinder.co.uk

Matching up your CV with the position/company



It is not 'one size fits all', you need to tailor your CV to each position you apply for.

Do not just copy standard CV samples! Your CV should be your own, personal, and a little bit different.



Present Your CV

Use tables to line everything up

Experience

Document Specialist FMCG 0-00 to 0-00	<ul style="list-style-type: none">• Prepare color flip-books and presentation materials for financial consultants• Edit and proofread marketing newsletters and monographs• Negotiate writer's needs, English usage, firm style under deadline pressure• Modify stock images, clip art, and logos to meet writer's specifications
Paralegal Anthony Santoni, Esq. 0-00 to 0-00	<ul style="list-style-type: none">• Cover light phones and typing part-time• Prepare and filed legal papers• Perform consultations and intakes for new cases
Assistant Art Director That New Magazine 0-00 to 0-00	<ul style="list-style-type: none">• Create ads and layouts using an MCS typesetter and a Macintosh• Conceive and implement design overhaul for <i>TheaterWeek</i>• Design two-, three-, and four-color covers, inside pages, advertisements• Efficiently produce five magazines with four deadlines a week
Summer Intern <i>The Buffalo News</i> 0-00 to 0-00	<ul style="list-style-type: none">• Cover for vacationing staff on copy desk and in features department• Edit copy, proofread, design cover pages for sections on deadline• Write for book review and feature section• First intern ever selected from SUNY Fredonia
Intern and Stringer <i>The Post-Journal</i> 0-00 to 0-00	<ul style="list-style-type: none">• Report on three local governments and two school boards• Write hard news and features• Take photographs to illustrate stories• Cover police and court beat when assigned
Peer Tutor SUNY Fredonia 0-00 to 0-00	<ul style="list-style-type: none">• Tutor college students in writing and mathematics• Train in general program and a full-semester writing tutor program• Help train new tutors• Write computer program to analyze usage statistics

Limit font to two choices

For text: a serif font like Times

For headings: **Arial** or **Helvetica** are good choices to add visual interest

Don't choose non-standard fonts like *Comic Sans* or *Lucida Handwriting*

Font size should be 11 or 12 point

Use brief style like presentations

- Omit articles (a/an, the)
- Use more lists than sentences
- Arrange information in columns

Final thoughts ...

- Choose the correct tense and use it consistently
- Do not ask for a particular salary
- Be accurate and honest
- Print it out! Do not attempt to proofread on screen

Presentation of your CV

- The first visual impression of your CV is important
- For standard CVs, use plain white A4 paper
- Do not double side
- Keep your CV to two sides of paper
- Check your spelling
- Use bullet points and **bold font** but in moderation

Presentation of your CV

- Formatting – make sure it's consistent
- Size 10-12 font (depending on font style)
- Clear font e.g. Arial, Calibri
- Focus on accomplishments
- Target your CV to that job/company
- 2:1, not Two One or 2,1
- Use short, concise sentences
- Consider your audience

CV



OLA NORDMANN
10 KONGSVEI 1234
0123 456 789

UTDANNING

OLA VGS HØRSKOLEN I VILVANG
OLA VGS VILVANG VGS
OLA VGS HØRSKOLEN I VILVANG

ARBEIDSERFARING

OLA VGS VILVANG ØKONOMISKE
OLA VGS JORDA 10 KONGS

SPRÅK

NORSK, ENGLISH, FRANSK, TYSK

SERTIFIKATER

OLA VGS 12, 13, 14, 15, 16, 17, 18, 19, 20

INTERESSER

LITTERATUR, MUSIK, IDROT OG ARBEID, FROKOST, FAMILIE

CV



OLA NORDMANN

UTDANNING

- OLA VGS
- KOLL UNOD. SKOLE

ARBEIDSKARLØRE

- KLARA VALG OG PRINS

INTERESSER

- PC, FEST, VENNER, FILM

Covering Letters



FREE COVER LETTER TEMPLATE

Mrs Julie Green
Hiring Manager
Tesco Inc.
Made Up Road
London
E34 7EU

Date
29 Dec 2012

I write to formally apply for the Civil Engineer vacancy advertised on the Learnist.org website on 25th October. The post suits my academic ability, experience and career aspirations perfectly and I would be delighted to be considered for the role.

I note on your website that the majority of projects which you are involved in are rail contracts, and this is an area I would very much like to get more involved with. Since leaving university I have been continuously employed on civil engineering projects within the construction and water utilities industries and have been involved in over 25 successfully completed projects from planning, designing, setting out through to overseeing site works.

My continued progression in the engineering field has allowed me to gain significant experience leading multi-disciplinary teams and develop my client relation building skills, as well as putting my academic skills into practice.

I have enclosed my current CV for your consideration and would be keen to have the chance to meet you to discuss the details of the vacancy. Should you have any questions or need additional clarification on any aspect of the above, please contact me on the above telephone number.

Your sincerely
Thomas Brown
Made up Road
Manchester
post code
Mobile: 000000000000
Email: email@email.com

What is a covering letter?

- * A covering letter generally accompanies a CV
- * An important part of an application – not just a formality
- * Highlights your key skills and suitability for the job clearly, concisely and positively
- * It is targeted at the job/sector you are applying for
- * It complements and develops the information in the CV rather than duplicates it

Covering letters

- * Never send a 'naked' CV
- * The purpose of the letter is
 - * To make sure that the CV arrives on the desk of the correct person.**
 - * To persuade the person to read your CV**

Opening paragraph

- * Why are you writing?

Responsive - name specific job vacancy and where advertised

Speculative – state broad type of work you are interested in, on what basis (e.g. work placement, full time) and when you are available

- * Who are you?

A xxx undergraduate looking to develop work experience in

Middle paragraphs

- * Why that organisation and why that job/industry?
 - demonstrate knowledge of and interest in both
 - make links through your degree subject if appropriate
- * Why you?
 - why should they consider you?
 - what key skills/strengths can you offer?
 - support your statements/assertions with evidence

Closing paragraph

- * Polite ending – convey interest and enthusiasm in the role
- * May be indicate any times available/not available for interview.
- * For speculative approaches, say that you will follow up your letter with a telephone call within a certain period e.g. within a week.

24 Granger Road
London

N3 6LP

10 February 20??

Ms. S Johnson
Graduate Recruitment Manager
Carver Marketing Ltd
6 Bridge Lane
London
W1 7YU

Dear Ms Johnson,

Re: Application for Position of Graduate Marketing Trainee

Opening Paragraph

Middle Paragraph

1.....

Middle Paragraph

2.....

Closing Paragraph.....

Yours sincerely,

Abdul Hafiz

Dear Sir or Madam *

= Yours faithfully

Dear Ms Johnson *

= Yours sincerely

How should I present my covering letter?

- * Maximum 1 side of A4, word processed
- * Consistent font size and type (and consistent with your CV)
- * Send to a named person where possible
- * Correct spelling and grammar
- * Formal “business letter” layout
- * E-mailing – send the letter as an attachment with your CV

Resources for writing CVs and cover letters

- * <http://intranet.londonmet.ac.uk/studentsservices/careers>
- * www.prospects.ac.uk - Jobs and Work /Applications and Interviews
- * www.targetjobs.co.uk - Careers Advice – Applications and CVs
- * <http://www.careerride.com/fresh-graduate-sample-resume.aspx>

A CV format should include:

1. contact information

- name
- address
- telephone
- mobile phone
- e-mail

2. personal information

- date of birth
- place of birth
- citizenship
- visa status (if you apply for a job abroad)
- sex

3. optional personal information:

- marital status
- wife's/husband's name

4. employment history:

position details and dates (in chronological order)
work history

5. education

high school
graduate school

6. professional qualifications

certificates
computer skills

7. languages

8. references

9. interests & hobbies

RESUMÉ style

American

1

Jennifer Roberts Married
1320 Forest Drive No children
Palo Alto, CA94309
tel: (650) 498-129
email: jlroberts@mailbox.com

Objective To obtain a position as a German-English translator with a
firm in the Bay Area.

Education

1996-98 Master of Arts in Translation, Stanford University
1990-94 Bachelor of Arts (cum laude*)
Major: German; Minor: Russian, Georgetown University

2

*at the third level of the three highest levels of achievement that students can reach when they finish their studies at college

Experience

1998-present Freelance technical translator, German-English
 3 mostly for hi-tech industries in California
1996-98 Teaching Assistant (German), Stanford University
1994-96 English Teacher, Cambridge Institute, Heidelberg,
 Germany

Languages Fluent German and Russian

Personal Interests sailing, cooking and entertaining friends.

Reference **4** Dr. M. Rosen, Chair, Department of Modern Languages,
 Stanford University, Palo Alto, CA94305

PARAGRAPH 1

I am writing ...

- explain which job you are applying for and how/where you heard about it

other useful phrases:

- I noted with interest your advertisement for a in today's edition of ...
- I am writing in response to your advertisement in ... for the position of ...
- I would like to apply for the vacancy advertised in ...
- I am interested in applying for the post of ...
- With reference to your advertisement in ...
- As you will see from my CV ...
- I have enclosed a copy of my CV, from which you will see ...
- Please find enclosed a copy of my CV.

PARAGRAPH 2

Since graduating ...

- briefly describe your most relevant qualifications and/or experience

other useful phrases:

- I am currently studying at ...
- After graduating from ..., I ...
- Since leaving university, I have ...
- On leaving school, I ...
- Having gained a degree, I ...
- While I was working at ...
- During my employment at ...
- I am currently employed at ...

PARAGRAPH 3

I would welcome ...

- explain why you want the job and why you think you would be good at it

other useful phrases:

- This post interests me because ...
- I would welcome the chance to gain more experience of ...
- I would be grateful for the opportunity to improve my ... skills.
- I have extensive experience of ...

PARAGRAPH 4

I am available ...

- say how you can be contacted and/or when you are available for the interview

other useful phrases:

- If you consider that my experience and qualifications are suitable ...
- I am available for interview any afternoon and would be pleased to discuss the post in person.
- I will be available for interview from ... to ...
- I can arrange to attend an interview whenever convenient for you.



Curriculum Vitae

Resume number (do not fill this box):

Personal Information		
Photo (Please, attach it, here)	Name:	Surname:
	Nationality:	Marital Status:
	Home Phone No.:	Mobile Phone No.:
	Date of Birth (DD.MM.YYYY):	
	E-mail:	
	Children:	
	Home Address:	
	What field you are applying at Samsung Electronics Moscow Office (sales, marketing, product management, etc.):	

Education History						
University / Department	Period MM.YYYY to MM.YYYY	Major * Key word, accurately	Degree	Graduation Year MM.YYYY	GPA	Thesis
			<i>Ph.D.</i>			
			<i>Master</i>			
			<i>Bachelor</i>			
			<i>Certificate</i>			
			<i>Certificate</i>			

Are you expecting to receive a Diploma with Honors (Red BS / Specialist / MS Diploma)?
_____ (Yes / No)

Please, fill this form and send it at email Fresh@samsung.ru with a phrase "**Fresh Graduate Recruitment**" in the subject line of your email



Now, it is your turn.

Write your CV